



State of Louisiana
DIVISION OF ADMINISTRATION

OFFICE OF STATE MAIL OPERATIONS

M. J. "MIKE" FOSTER, JR.
GOVERNOR

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COMMISSIONER OF ADMINISTRATION

OSMO Information Notice 00-04

December 29, 2000

- **Changes to postage rates, Standard Mail class titles, PO box rental rates, etc. were approved under protest by the Board of Governors on December 4, 2000. The changes, scheduled to take effect January 7, 2001 may be viewed at:**
http://new.usps.com/ratecase/final_r0.pdf. Those rates and fees that we felt might be of particular interest to your agency have been excerpted from the document and attached for review.

You may be interested to know that the Postal Customer Council of Greater Baton Rouge is sponsoring a seminar on January 9, 2001 to discuss the changes. For more information, contact Daisy Comeaux, USPS Customer Relations Coordinator at 225/763-3607.

- As a reminder, effective January 10, 2001 the Post Office Mail Acceptance Clerks will no longer accept permit imprinted mail that contains "Bulk Rate" or "BLK RT". See OSMO Information Notice 00-01 (January 8, 2000) for more information. For those of you with Internet access, http://www.doa.state.la.us/smo/notice_00_01.pdf will link you to Notice 00-01.

All of our most recent Information Notices may be accessed from OSMO's home page (<http://www.doa.state.la.us/smo/smo.htm>) by clicking the blue button entitled Information Notices.

R100 First-Class Mail

1.0 NONAUTOMATION—SINGLE PIECES WEIGHING 13 OUNCES OR LESS

Card Rate Single and double cards meeting the standards in C100:

Type	Rate
Single	\$0.200

Letters, Flats, and Parcels Letters, flats, and parcels (i.e., not card rate); nonstandard surcharge in 10.0 might apply:

Weight Increment	Rate
First ounce or fraction of an ounce	\$0.340
Each additional ounce or fraction	0.210

2.0 NONAUTOMATION—PRESORTED

Card Rate Single and double cards meeting the standards in C100: \$0.180 each.

2.1

Letters, Flats, and Parcels Letters, flats, and parcels (i.e., not card rate); nonstandard surcharge in 10.0 might apply:

Weight Increment	Rate
First ounce or fraction of an ounce	\$0.320
(For pieces weighing 2 ounces or less)	
(For pieces weighing more than 2 ounces)	
Each additional ounce or fraction	0.210

3.0 AUTOMATION—QUALIFIED BUSINESS REPLY MAIL

Card Rate Single cards meeting the standards in E150 and S922:

Type	Rate ¹
Single	\$0.170

1. QBRM is also subject to fees in R900.

Letters Letter-size single pieces other than cards meeting the standards in E150 and S922:

3.2

Weight Increment	Rate ¹
First ounce or fraction of an ounce	\$0.310
Second ounce or fraction	0.210

1. QBRM is also subject to fees in R900.

Flats Flat-size pieces; nonstandard surcharge in 10.0 might apply:

Weight Increment	Rate
First ounce or fraction of an ounce	
(For pieces weighing 2 ounces or less)	\$0.275
(For pieces weighing more than 2 ounces)	0.229
Each additional ounce or fraction	0.210

7.0 AUTOMATION—CARRIER ROUTE

Card Rate Single and double cards meeting the standards in C100: \$0.140 each.

7.1

Letters Letter-size pieces other than card rate:

Weight Increment	Rate
First ounce or fraction of an ounce	
(For pieces weighing 2 ounces or less)	\$0.243
(For pieces weighing more than 2 ounces)	0.197
Each additional ounce or fraction	0.210

Summary of First-Class Rates 7.3

Letters, Flats, and Parcels Weight Not Over (ounces)	Nonautomation		Automation						
	Single- Piece	Pre- sorted	Letter-Size				Flat-Size		
			Basic	3-Digit	5-Digit	Carrier Route	Basic	3-Digit	5-Digit
1	\$0.340 ¹	\$0.320 ¹	\$0.278	\$0.267	\$0.253	\$0.243	\$0.310 ¹	\$0.295 ¹	\$0.275 ¹
2	0.550	0.530	0.488	0.477	0.463	0.453	0.520	0.505	0.485
3 ²	0.760	0.694	0.652	0.641	0.627	0.617	0.684	0.669	0.649
4	0.970	0.904	0.862 ³	0.851 ³	0.837 ³	0.827 ³	0.894	0.879	0.859
5	1.180	1.114	—	—	—	—	1.104	1.089	1.069
6	1.390	1.324	—	—	—	—	1.314	1.299	1.279
7	1.600	1.534	—	—	—	—	1.524	1.509	1.489
8	1.810	1.744	—	—	—	—	1.734	1.719	1.699
9	2.020	1.954	—	—	—	—	1.944	1.929	1.909
10	2.230	2.164	—	—	—	—	2.154	2.139	2.119
11	2.440	2.374	—	—	—	—	2.364	2.349	2.329
12	2.650	2.584	—	—	—	—	2.574	2.559	2.539
13	2.860	2.794	—	—	—	—	2.784	2.769	2.749
Card Rate⁴									
Single	0.20	0.18	0.164	0.158	0.151	0.140	—	—	—

1. Nonstandard surcharge in 10.0 might apply; single-piece \$0.11; presorted and automation \$0.05.

2. Presorted and automation rates for pieces weighing over 2 ounces reflect a first-ounce discount of \$0.046 per piece.

3. Weight not to exceed 3.3 ounces; pieces over 3 ounces subject to additional standards.

4. Rates shown apply to each single or double postcard when originally mailed; reply half of double postcard must bear postage at applicable rate when returned unless prepared as business reply mail.

Basic QBRM
4.3 Annual permit fee: \$125.00.
Annual accounting fee (for advanced deposit account): \$375.00.
Per piece charge (in addition to the automation First-Class Mail QBRM postage (R100.3.0)): \$0.05.

High-Volume QBRM
4.4 Annual permit fee: \$125.00.
Annual accounting fee (for advanced deposit account): \$375.00.
Quarterly fee: \$1,800.00.
Per piece charge (in addition to First-Class Mail QBRM postage (R100.3.0)): \$0.01.

Bulk Weight Averaged Nonletter-Size BRM
4.5 Annual permit fee: \$125.00.
Annual accounting fee (for advanced deposit account): \$375.00.
Monthly maintenance fee: \$600.00.
Per piece charge (in addition to the applicable First-Class Mail or Priority Mail postage (R100)): \$0.01.

5.0 CALLER SERVICE (D920)

Fees are charged as follows:

- a. For each separation provided, per semiannual period (all post offices): \$375.00.
- b. For each reserved call number, per calendar year (all post offices): \$30.00.

6.0 CERTIFICATE OF MAILING (S914)

Per Piece
6.1 Fee, in addition to postage:
a. For each Form 3817 or facsimile: \$0.75.
b. For firm mailing books (Form 3877 or facsimile), per piece listed: \$0.25 (minimum charge \$0.75).
c. For duplicate copy of Form 3817, Form 3877, or facsimile, per page: \$0.75.

Bulk Quantities
6.2 Fee, in addition to postage for each Form 3606 (or facsimile):

Service	Fee
One certificate for first 1,000 pieces (or fraction thereof)	\$3.50
Each additional 1,000 pieces (or fraction thereof)	0.40
Duplicate copy of Form 3606	0.75

7.0 CERTIFIED MAIL (S912)

Fee, in addition to postage and other fees, per piece: \$1.90.

20.0 REGISTERED MAIL (S911)

Insurance Status	Declared Value	Fee (in addition to postage and handling charge)	Handling Charge (in addition to postage and fee)
Without Insurance	\$.00	\$7.25	—
With Insurance (for declared value)	\$ 0.01 to 100.00	7.50	—
	100.01 to 500.00	8.25	—
	500.01 to 1,000.00	9.00	—
	1,000.01 to 2,000.00	9.75	—
	2,000.01 to 3,000.00	10.50	—
	3,000.01 to 4,000.00	11.25	—
	4,000.01 to 5,000.00	12.00	—
	5,000.01 to 6,000.00	12.75	—
	6,000.01 to 7,000.00	13.50	—
	7,000.01 to 8,000.00	14.25	—
	8,000.01 to 9,000.00	15.00	—
	9,000.01 to 10,000.00	15.75	—
	10,000.01 to 25,000.00	\$15.75 plus \$0.75 per \$1,000 or fraction over \$10,000	—
With Insurance ¹ (for declared value)	\$25,000.01 to \$1,000,000.00	\$27.00	plus 75 cents for each \$1,000 (or fraction thereof) over \$25,000
	1,000,000.01 to 15,000,000.00	758.25	plus 75 cents for each \$1,000 (or fraction thereof) over \$1,000,000
	15,000,000.01+	11,258.25	plus amount determined by the Postal Service based on weight, space, and value

1. Articles with a declared value of more than \$25,000 can be registered, but compensation for loss or damage is limited to \$25,000.

21.0 RESTRICTED DELIVERY (S916)

Fee, in addition to postage and other fees, per piece: \$3.20.

22.0 RETURN RECEIPT (S915)

Fee, in addition to postage and other fees, per piece:

Type	Fee
Requested at time of mailing (showing to whom delivered, original signature, date of delivery, and addressee's address, if different)	\$1.50
Requested after mailing (showing to whom delivered, signature, date of delivery, and delivery address)	3.50

15.0 MONEY ORDERS (S020)

Fees, each:

- a. Domestic money order: \$0.75.
- b. Postal military money order (issued by military facilities authorized by the Department of Defense): \$0.25.
- c. Inquiry (includes the issuance of a copy of a paid money order): \$2.75.

16.0 PARCEL AIRLIFT (PAL) (S930)

Fee, in addition to postage and other fees, per piece:

Weight	Fee
Not more than 2 pounds	\$0.40
Over 2 but not more than 3 pounds	0.75
Over 3 but not more than 4 pounds	1.15
Over 4 pounds but not more than 30 pounds	1.55

17.0 PERMIT IMPRINT (P040)

Application fee: \$125.00.

18.0 PICKUP SERVICE (D010)

Available for Express Mail, Priority Mail, and Parcel Post, per pickup: \$10.25.

19.0 POST OFFICE BOX SERVICE (D910)

For service provided:

- a. Deposit per key issued: \$1.00.
- b. Key duplication or replacement (after first two keys), each: \$4.00.
- c. Post office box lock replacement, each: \$10.00.
- d. Box fee per semiannual (6-month) period:

Fee Group	Box Size and Fee				
	1	2	3	4	5
B2	\$30.00	\$45.00	\$85.00	\$170.00	\$300.00
C3	27.50	40.00	75.00	150.00	250.00
C4	22.50	32.50	60.00	125.00	212.50
C5	19.00	27.50	50.00	87.50	150.00
D6	10.00	16.00	25.00	50.00	90.00
D7	8.50	13.00	22.50	40.00	65.00
E ¹	0.00	0.00	0.00	0.00	0.00

1. A customer ineligible for carrier delivery service may obtain one post office box at the Group E fee, subject to administrative decisions regarding customer's proximity to post office. See D910.

R600 Standard Mail

1.0 REGULAR STANDARD MAIL

Letter-Size Minimum Per Piece Rates

1.1

Pieces 3.3 ounces (0.2063 pound) or less:

Entry Discount	Presorted		Automation ¹		
	Basic	3/5	Basic	3-Digit	5-Digit
None	\$0.250	\$0.230	\$0.197	\$0.187	\$0.174
DBMC	0.231	0.211	0.178	0.168	0.155
DSCF	0.226	0.206	0.173	0.163	0.150
DDU	—	—	—	—	—

1. Pieces weighing over 3 ounces subject to additional standards.

Nonletter Per Piece Rates

1.2

Pieces 3.3 ounces (0.2063 pound) or less:

Entry Discount	Presorted ^{1,2}		Automation	
	Basic	3/5	Basic	3/5
None	\$0.319	\$0.263	\$0.275	\$0.236
DBMC	0.300	0.244	0.256	0.217
DSCF	0.295	0.239	0.251	0.212
DDU	—	—	—	—

1. The residual shape surcharge of \$0.18 per piece applies to items that are prepared as a parcel or are not letter-size or flat-size.
2. Machinable parcels for which the residual shape surcharge is paid may be eligible for the barcoded discount of \$0.03 per piece (see E620). The barcoded discount is available for pieces entered at DSCF rates only if sorted to 5-digit sacks or pallets. Except for mail entered at the Phoenix, AZ, ASF, the barcoded discount is not available for DBMC rate mail entered at an ASF.

Piece and Pound Rates

1.3

Pieces more than 3.3 ounces (0.2063 pound):

Piece/Pound Rate ¹	Presorted ^{2,3}		Automation	
	Basic	3/5	Basic	3/5
Per Piece	\$0.181	\$0.125	\$0.137	\$0.098
Per Pound (includes entry discount if applicable)	PLUS	PLUS	PLUS	PLUS
None	\$0.668	\$0.668	\$0.668	\$0.668
DBMC	0.575	0.575	0.575	0.575
DSCF	0.554	0.554	0.554	0.554
DDU	—	—	—	—

1. Each piece is subject to both a piece rate and a pound rate.
2. Residual shape surcharge of \$0.18 per piece applies to items that are prepared as a parcel or are not letter-size or flat-size.
3. Machinable parcels for which the residual shape surcharge is paid may be eligible for the barcoded discount of \$0.03 per piece (see E620). The barcoded discount is available for pieces entered at DSCF rates only if sorted to 5-digit sacks or pallets. Except for mail entered at the Phoenix, AZ, ASF, the barcoded discount is not available for DBMC rate mail entered at an ASF.

8.0 PRIORITY MAIL

Weight Not Over (pounds) ¹	Zone					
	L, 1, 2, & 3	4	5	6	7	8
1	\$3.50	\$3.50	\$3.50	\$3.50	\$3.50	\$3.50
2 ²	3.95	3.95	3.95	3.95	3.95	3.95
3	5.15	5.15	5.15	5.15	5.15	5.15
4	6.35	6.35	6.35	6.35	6.35	6.35
5	7.55	7.55	7.55	7.55	7.55	7.55
6	7.90	8.10	8.15	8.25	9.50	10.35
7	8.25	8.65	8.75	8.95	10.45	11.65
8	8.50	9.20	9.35	9.65	11.40	12.95
9	8.65	9.75	9.95	10.35	12.35	14.25
10	8.75	10.30	10.55	11.05	13.30	15.55
11	9.00	10.85	11.15	11.75	14.25	16.85
12	9.25	11.40	11.75	12.45	15.20	18.15
13	9.60	11.95	12.35	13.15	16.15	19.45
14	9.95	12.50	12.95	13.85	17.10	20.75
15	10.30	13.05	13.55	14.55	18.05	22.05
16	10.65	13.60	14.15	15.25	19.00	23.35
17	11.00	14.15	14.75	15.95	19.95	24.65
18	11.35	14.70	15.35	16.65	20.90	25.95
19	11.70	15.25	15.95	17.35	21.85	27.25
20	12.05	15.80	16.55	18.05	22.80	28.55
21	12.40	16.35	17.15	18.75	23.75	29.85
22	12.75	16.90	17.75	19.45	24.70	31.15
23	13.10	17.45	18.35	20.15	25.65	32.45
24	13.45	18.00	18.95	20.85	26.60	33.75
25	13.80	18.55	19.55	21.55	27.55	35.05
26	14.15	19.10	20.15	22.25	28.50	36.35
27	14.50	19.65	20.75	22.95	29.45	37.65
28	14.85	20.20	21.35	23.65	30.40	38.95
29	15.20	20.75	21.95	24.35	31.35	40.25
30	15.55	21.30	22.55	25.05	32.30	41.55
31	15.90	21.85	23.15	25.75	33.25	42.85
32	16.25	22.40	23.75	26.45	34.20	44.15
33	16.60	22.95	24.35	27.15	35.15	45.45
34	16.95	23.50	24.95	27.85	36.10	46.75
35	17.30	24.05	25.55	28.55	37.05	48.05
36	17.65	24.60	26.15	29.25	38.00	49.35
37	18.00	25.15	26.75	29.95	38.95	50.65
38	18.35	25.70	27.35	30.65	39.90	51.95

Weight Not Over (pounds) ¹	Zone					
	L, 1, 2, & 3	4	5	6	7	8
39	18.70	26.25	27.95	31.35	40.85	53.25
40	19.05	26.80	28.55	32.05	41.80	54.55
41	19.40	27.35	29.15	32.75	42.75	55.85
42	19.75	27.90	29.75	33.45	43.70	57.15
43	20.10	28.45	30.35	34.15	44.65	58.45
44	20.45	29.00	30.95	34.85	45.60	59.75
45	20.80	29.55	31.55	35.55	46.55	61.05
46	21.15	30.10	32.15	36.25	47.50	62.35
47	21.50	30.65	32.75	36.95	48.45	63.65
48	21.85	31.20	33.35	37.65	49.40	64.95
49	22.20	31.75	33.95	38.35	50.35	66.25
50	22.55	32.30	34.55	39.05	51.30	67.55
51	22.90	32.85	35.15	39.75	52.25	68.85
52	23.25	33.40	35.75	40.45	53.20	70.15
53	23.60	33.95	36.35	41.15	54.15	71.45
54	23.95	34.50	36.95	41.85	55.10	72.75
55	24.30	35.05	37.55	42.55	56.05	74.05
56	24.65	35.60	38.15	43.25	57.00	75.35
57	25.00	36.15	38.75	43.95	57.95	76.65
58	25.35	36.70	39.35	44.65	58.90	77.95
59	25.70	37.25	39.95	45.35	59.85	79.25
60	26.05	37.80	40.55	46.05	60.80	80.55
61	26.40	38.35	41.15	46.75	61.75	81.85
62	26.75	38.90	41.75	47.45	62.70	83.15
63	27.10	39.45	42.35	48.15	63.65	84.45
64	27.45	40.00	42.95	48.85	64.60	85.75
65	27.80	40.55	43.55	49.55	65.55	87.05
66	28.15	41.10	44.15	50.25	66.50	88.35
67	28.50	41.65	44.75	50.95	67.45	89.65
68	28.85	42.20	45.35	51.65	68.40	90.95
69	29.20	42.75	45.95	52.35	69.35	92.25
70	29.55	43.30	46.55	53.05	70.30	93.55

1. Parcels that weigh less than 15 pounds but measure more than 84 inches in combined length and girth are charged the applicable rate for a 15-pound parcel.
2. The 2-pound rate is charged for matter sent in a flat-rate envelope provided by the USPS, regardless of the actual weight of the piece.

R500 Express Mail

1.0 EXPRESS MAIL—ALL SERVICE LEVELS

Weight Not Over (pounds)	Service ¹			Weight Not Over (pounds)	Service ¹		
	Custom Designed	Next Day & Second Day PO to PO	Next Day & Second Day PO to Addressee		Custom Designed	Next Day & Second Day PO to PO	Next Day & Second Day PO to Addressee
1/2	9.25	9.40	12.25	36	66.55	66.70	68.80
1	13.75	13.90	16.00	37	67.80	67.95	70.30
2 ²	13.75	13.90	16.00	38	69.35	69.30	71.90
3	16.65	16.80	18.85	39	70.95	70.60	73.50
4	19.45	19.60	21.70	40	72.55	72.00	75.10
5	22.25	22.40	24.50	41	74.15	73.60	76.70
6	25.05	25.20	27.30	42	75.75	75.20	78.35
7	27.75	27.90	30.00	43	77.35	76.80	79.90
8	28.95	29.10	31.20	44	78.95	78.40	81.50
9	30.20	30.35	32.45	45	80.55	80.00	82.90
10	31.40	31.55	33.65	46	81.85	81.55	84.15
11	32.90	33.05	35.15	47	83.25	83.20	85.60
12	35.30	35.45	37.55	48	84.60	84.75	86.90
13	36.55	36.70	39.25	49	85.90	86.05	88.20
14	37.95	38.10	40.20	50	87.20	87.35	89.50
15	39.15	39.30	41.40	51	88.60	88.80	90.95
16	40.50	40.65	42.75	52	89.90	90.05	92.20
17	41.85	42.00	44.10	53	91.30	91.45	93.60
18	43.10	43.25	45.35	54	92.60	92.75	94.90
19	44.40	44.55	46.65	55	93.90	94.10	96.25
20	45.75	45.90	48.00	56	95.35	95.50	97.65
21	47.00	47.20	49.25	57	96.60	96.75	98.90
22	48.30	48.45	50.55	58	97.95	98.10	100.30
23	49.65	49.85	51.90	59	99.45	99.60	101.75
24	50.90	51.05	53.15	60	101.00	101.15	103.30
25	52.20	52.40	54.45	61	102.70	102.85	105.00
26	53.50	53.65	55.75	62	104.25	104.40	106.60
27	54.85	55.00	57.05	63	105.85	106.00	108.15
28	56.10	56.25	58.35	64	107.50	107.70	109.85
29	57.45	57.60	59.65	65	109.10	109.25	111.40
30	58.75	58.90	61.00	66	110.80	110.95	113.10
31	60.05	60.20	62.25	67	112.35	112.50	114.65
32	61.35	61.50	63.60	68	114.05	114.20	116.35
33	62.65	62.80	64.85	69	115.60	115.75	117.90
34	63.95	64.10	66.20	70	117.20	117.35	119.50
35	65.25	65.40	67.45				

1. Same Day Airport service is currently suspended.

2. The 2-pound rate is charged for matter sent in a flat-rate envelope provided by the USPS, regardless of the actual weight of the piece.